



Mendocino Land Trust Job Announcement

Position: Senior Land Acquisition Project Manager

Location: Fort Bragg, CA

Availability: May 2019

About Mendocino Land Trust

Mendocino Land Trust has been a leader in land conservation, stewardship and habitat restoration in Mendocino County for more than 40 years. Well known for its extensive network of coastal beaches and public access trails, Mendocino Land Trust also engages in conservation projects countywide. Since 1976, Mendocino Land Trust has worked with willing landowners to protect more than 14,000 acres of forests, wildlife habitat and agricultural lands in Mendocino County. MLT, which recently achieved national accreditation, has a staff of six and an annual operating budget of \$1.8 million.

We are seeking an energetic, outgoing and enterprising individual, with a passion for land conservation real estate transactions, to take on an existing portfolio of ongoing and potential projects.

Summary of Position:

As a member of the three-person conservation team, the Senior Land Acquisition Project Manager is the senior staff position responsible for directing Mendocino Land Trust's acquisition program and projects. Working closely with the Executive Director, the Senior Land Acquisition Project Manager will be responsible for oversight and general management of Mendocino Land Trust acquisitions including land and conservation easements. Primary responsibilities will include evaluation of potential projects to meet conservation criteria; working with landowners and legal counsel to draft contracts, purchase option agreements and conservation easements; conducting due diligence and risk assessment for all transactions; writing grants to fund acquisitions; and following land trust national standards and practices to complete the closing of projects.

Because we work as a small team, the land acquisition project manager will also work with and, depending on experience, may ultimately supervise the two other team members on their watershed restoration, trail building and land stewardship projects.

Duties and Responsibilities:

Project Management

- Develop long term land acquisition strategies to meet MLT strategic goals.
- Represent MLT within the community through a presence at local and statewide meetings and coalitions regarding policy and funding efforts affecting land and water conservation.
- Build cooperative, effective working relationships with partner agencies, local officials and funders that will lead to meeting strategic conservation goals.
- Oversee annual overall program budget for acquisitions program.
- Engage with landowners to evaluate potential land acquisition projects, including field assessment of the conservation values important to MLT's strategic vision.
- Work with landowners to assess their conservation goals and funding needs.
- Manage all aspects of land and conservation easement acquisitions.
- Negotiate transaction terms, and in coordination with legal counsel, draft option agreements, purchase contracts, and conservation easements to secure site control of the land to be protected.

- Conduct due diligence and risk assessment for all transactions including title review and in-depth review of other due diligence items including appraisal and environmental assessment.
- Submit grant applications to fund acquisitions; manage project budgets and grant reports.
- Secure fee-for-service contracts to cover pre-acquisition costs and negotiate donations for land and easement stewardship funds.
- Work with existing conservation team members in the creation of GIS mapping and baseline documentation information.
- Ensure compliance with national land trust standards and practices for all transactions.
- Assist MLT in keeping current on conservation trends, easement drafting techniques, long-term easement stewardship trends and record keeping.
- Depending on experience, there is an opportunity to supervise and mentor two other conservation team members, and collaborate with the team to ensure that all members are cross-training and working in concert as well as developing individual areas of expertise.

Qualifications:

- Any combination of college degree and work experience that would afford the knowledge and experience listed in this job description, and preferably work experience with a public agency or non-profit conservation organization.
- Leadership experience in real estate transactions, conservation planning, project management and program development.
- Demonstrated excellence in negotiating and closing complex conservation real estate transactions including knowledge of appraisals, title work, due diligence, escrow and closing.
- Experience working effectively with a broad range of stakeholders including public agencies, foresters, farmers, ranchers, family landowners, community members and partners to achieve land conservation projects.
- Solid accountability and ability to inspire trust and camaraderie among team members.
- An understanding of federal, state and regional policy issues related to conservation transactions, land use, habitat protection, forestry, sustainable agriculture and climate change.
- Understanding of watershed restoration, public access and land stewardship a plus.
- Knowledge of funding sources and proven success in securing grant funding from public agencies with subsequent grant contract management.
- Ability to communicate and respect highly confidential information with ease and compassion.
- Ability to balance the delivery of projects against the realities of a limited budget with problem solving, creativity and resourcefulness.
- Demonstrated ability to make presentations to a variety of audiences, including city and county public meetings, boards and non-profit citizen groups.
- Proficiency with computer programs and ARC GIS software.
- A valid driver's license and ability to travel throughout Mendocino County region with flexibility for working some weekends and evenings are required.
- Experience with public access, trails, watershed restoration and land stewardship is a plus.
- Understanding of employee supervision including planning, review and evaluation is a plus.

Salary:

This is a full time, permanent position with a salary range of \$60,000-\$70,000 annually. Salary is contingent upon experience and qualifications.

Application Process:

Please send an introductory letter, a copy of your resume and contact information for three references in one single PDF format to: hsorenson@mendocinolandtrust.org. Applications will be accepted until May 31, 2019.